

CITY OF MILWAUKIE

CLASSIFICATION: EQUITY PROGRAM MANAGER

Department: City Manager's Office

FLSA Status: Nonexempt

Pay Grade: 63

Union Representation: AFSCME

CLASSIFICATION SUMMARY:

The Equity Program Manager will help lead the City's equity and diversity strategies as well as ongoing and new initiatives to build a more inclusive culture and to promote a diverse workforce. Provides professional and technical support in implementing City strategic plans and ensuring access, equity and inclusion in City services, policies, guidelines, practices and procedures. The position will have city-wide responsibility to promote the awareness of equity, diversity and inclusion both internally and externally with staff and the community. The position will collaborate closely with peers, managers and directors responsible for recruiting, onboarding, retention, training and development, program delivery and other related issues of diversity, equity and inclusion. The position reports directly to the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Leads the City's diversity and inclusion efforts for staff, including implementation of strategy, best practices, program enhancement, initiatives and training.
2. Educates and serves as a change agent for the organization.
3. Advises city departments and leadership on best practices and needed changes.
4. Builds community, private, non-profit and government sector partnerships to strengthen the city's connection to and support for historically underrepresented people of color.
5. Conducts equity lens analysis to understand and measure the effectiveness of equity and inclusion programs and training.
6. Provides input on the equity impact of organization decisions, priorities and projects.
7. Promotes a cohesive and inclusive overarching culture.
8. Creates and delivers equity training to all levels of the organization.
9. Leads and facilitates related internal and/or external committees.
10. Develops an Equity Dashboard and establishes defined measures of success, targets and incremental goals for the short and long term.
11. Collaborates with HR and programs that oversee the recruitment, promotion, integration and retention of diverse staff.
12. Serves as an advisor to related communications and campaigns with the City's communication and outreach teams.
13. Partners with HR to develop and maintain a data base of diversity information.
14. Performs related duties as assigned.

Equity Program Manager

MINIMUM QUALIFICATIONS:

Knowledge of:

- Diversity, equity and inclusion best practices.
- Project management tools.

Skills and Abilities to:

- Counsel staff and management while demonstrating confidentiality, tact and resourcefulness.
- Build lasting relationships and drive consensus.
- Speak publicly and facilitate difficult conversations.
- Establish and maintain effective working relationships with peers, managers, directors and the community.
- Implement diversity and inclusion initiatives through to execution.
- Think creatively and to offer new ideas and approaches to diversity and inclusion applicable to new and changing environments.
- Communicate with varied audiences in writing, verbally and through presentations and trainings.
- Work independently and with a team.
- Influence without direct authority.
- Drive change within an organization.
- Conduct virtual trainings.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Bachelor's degree in related field.
- Three years of relevant diversity, equity and inclusion work experience, preferably in a public organization.

Licensing/Special Requirements:

- Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.
- Must be able to pass the City's background check.

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SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Requires use of a computer and experience working with Microsoft products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint.

Supervision:

- The position is not responsible for any supervisory functions or responsibilities. May provide lead direction in assigning tasks and overseeing the work of interns. Reports directly to the City Manager.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Position requires little physical effort such as lifting, carrying or constant movement, but does allow for movement needed to complete work tasks with or without accommodations.
- The office work environment is well protected with virtually no hazards or obstacles.
- May require occasional evening or weekend hours.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Drafted: 8/2020

Adopted: 9/2020

Revised: